

**RULES
OF
THE TENNESSEE BOARD OF DISPENSING OPTICIANS
DIVISION OF HEALTH RELATED BOARDS**

**CHAPTER 0480-1
GENERAL RULES GOVERNING DISPENSING OPTICIANS**

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0480-1-.01 DEFINITIONS. As used in these rules, the terms and acronyms shall have the following meanings ascribed to them:

- (1) Advertising - Includes, but is not limited to, business solicitations, with or without limiting qualifications, by a card, sign, or device issued to a person; in a sign or marking in or on any building; or in any newspaper, magazine, directory, or other printed matter. Advertising also includes business solicitations communicated by individual, radio, video, or television broadcasting or any other means designed to secure public attention.
- (2) Applicant - Any individual seeking licensure by the Board and who has submitted an official application and paid the application fee.
- (3) Board - The Board of Dispensing Opticians.
- (4) Board administrative office - The office of the administrator assigned to the board located at First Floor, Cordell Hull Bldg., 425 Fifth Avenue North, Nashville, TN 37247-1010.
- (5) Board Designee - Any person who has received a written delegation of authority from the board to perform Board functions subject to review and ratification by the full Board where provided by these rules.
- (6) Closed File - An administrative action which renders an incomplete or denied file inactive.
- (7) Department - Tennessee Department of Health.
- (8) Division - The Division of Health Related Boards, Department of Health, from which the Board receives administrative support.
- (9) Examination Service - The testing service whose written examination has been adopted by the Board.
- (10) Fee - Money, gifts, services, or anything of value offered or received as compensation in return for rendering services; a payment required of an applicant or licensee pertaining to the application or license.

(Rule 0480-1-.01, continued)

- (11) Fee Splitting - The practice of paying commissions to colleagues out of fees received from clients who have been referred by the colleague for rendering services.
- (12) Good Moral Character - The quality of being well regarded in personal behavior and professional ethics.
- (13) He/she Him/her - When “he” appears in the text of these rules, the word represents both the feminine and masculine genders.
- (14) HRB - When the acronym HRB appears in the text of these rules, it represents Health Related Boards.
- (15) License - Document issued to an applicant who successfully completes the licensure process. The license takes the form of an “artistically designed” license as well as other versions bearing an expiration date.
- (16) Person - Any individual, firm, corporation, partnership, organization, or body politic.
- (17) Recognized educational institution - Any educational institution that is accredited by a nationally or regionally recognized educational body or is approved by the board.
- (18) Registrant - Any person who has been lawfully issued a license.
- (19) Use a title or description of - To hold oneself out to the public as having a particular status by means of stating on signs, mailboxes, address plates, stationery, announcements, business cards, or other instruments of professional identification.
- (20) Written evidence - Includes, but is not limited to, verification from supervisors or other professional colleagues familiar with the applicant’s work.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-118, 63-14-101, 63-14-106, and 63-14-107. **Administrative History:** Original rule certified June 7, 1974. Amendment filed November 25, 1986; effective January 9, 1987. Repeal and new rule filed August 2, 1995; effective October 16, 1995. Amendment filed August 7, 1997; effective October 27, 1997. Amendment filed May 6, 2002; effective July 20, 2002.

0480-1-.02 SCOPE OF PRACTICE.

- (1) The practice of dispensing opticians includes the preparation, adaptation and dispensing of lenses, spectacles, eye glasses and optical devices on the written prescription of an optometrist or a physician.
- (2) Nothing contained in these rules shall be construed to permit persons licensed under T.C.A. §§63-14-101 through 63-14-121 to examine or exercise eyes, nor to diagnose, treat, or prescribe for any human injury, disease or ailment.
- (3) Dispensing opticians may fit contact lenses only in the presence of and under the direct supervision of a licensed optometrist or ophthalmologist.
- (4) Nor shall anything in this section or in this chapter be construed to require the licensing of persons, firms or corporations which are wholesale suppliers to opticians, optometrists or ophthalmologists, of lenses, spectacles, eye glasses or optical devices, or to prevent such persons, firms or corporations from the preparation of lenses, spectacles, eye glasses or optical devices, defined to be the surfacing, fabrication, or finishing of any substance or material used or to be used for the correction of human vision, or the adaptation of such lenses, spectacles, eye glasses or optical devices, defined to be the mounting of such a prepared substance or material to frames or to other devices designed to be worn by the user thereof, as long as such preparation or adaptation is done under the written order of an ophthalmologist or optometrist only, and as long as such lenses, spectacles, eye glasses or optical

(Rule 0480-1-.02, continued)

devices so prepared or adapted are delivered directly to an ophthalmologist, optometrist or dispensing optician, and as long as such persons, firms or corporations do not engage in advertising as to the price of either the finished product or any part thereof.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-102, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.03 NECESSITY OF LICENSURE.

- (1) It is unlawful for any person who is not licensed in the manner prescribed in Title 63, Chapter 14 of the Tennessee Code Annotated to represent himself as a dispensing optician or to hold himself out to the public as being licensed by means of using a title on signs, mailboxes, address plates, stationery, announcement, telephone listings, calling cards, or other instruments of professional identification.
- (2) Dispensing Optician is one of the healing arts, and as such the practice of which is restricted to those persons credentialed by the board. Persons engaging in the practice of dispensing optician without being licensed or expressly exempted by the laws are in violation of division law, T.C.A. § 63-1-123.
- (3) No person shall hold himself out to the public by a title or description of services incorporating the words “dispensing optician”, nor shall state or imply that he is licensed as such, unless such person is licensed or expressly exempted pursuant to T.C.A. §§ 63-14-101, et. seq.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-123, 63-14-101, 63-14-102, 63-14-105, and 63-14-110. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.04 QUALIFICATIONS FOR LICENSURE. An applicant and licensee must:

- (1) Be at least 18 years of age.
- (2) Must provide evidence that he is well regarded in moral character and professional ethics (Rule 0480-1-.05).
- (3) Education requirements - An applicant must:
 - (a) Be a graduate of an accredited high school or possess an equivalency of a high school education. The education requirements must be completed prior to the date of application;
 - (b) Have satisfactorily completed a two-year course of study in opticianry in a college level program recognized and approved by the Board; or
 - (c) Have had practical experience and training (apprenticeship) of a grade and character satisfactory to the board for not less than three years under the supervision of a licensed dispensing optician, a licensed optometrist, or a licensed ophthalmologist. Practical training prior to age 15 (see T.C.A. § 63-14-103 (a)) will not be considered in determining the time spent in apprenticeship. Attendance in an accredited school or an approved college level program that shall specifically include study in the following will be considered as time toward fulfilling the three years requirement. Time will be computed hour for hour exactly as hours spent in On-the-Job Training (Apprenticeship):
 1. Anatomy and Physiology of the Eye
 2. Optical Theory
 3. Applied Ophthalmic and Geometric Optics

(Rule 0480-1-.04, continued)

4. Ophthalmic Lens Design
5. Lens Measurement and Inspection
6. Lens Surfacing and Fabrication
7. Fitting Techniques
8. Keratometry
9. The Use of the Slit Lamp, Radius Scope, Lensometer, Thickness and Diameter Gauges, and other instruments that do not determine refractive power or diseases and ailments of the eye
10. Methods of Fitting Contact Lenses
11. Post-fitting Contact Lens Care

If the applicant holds unrestricted dispensing optician license in another state, the length of time for that state's experience requirement shall be considered as time toward fulfilling Tennessee's three year requirement.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-101, 63-14-101, 63-14-102, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed November 30, 1998; effective February 13, 1999.

0480-1-.05 PROCEDURES FOR LICENSURE.

- (1) An applicant shall obtain a current application form from the Board's administrative office, respond truthfully and completely to every question or request for information contained in the form, and submit it along with all documentation and all fees required by the form and this rule to the Board's administrative office. It is the intent of this rule that all steps necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all materials and fees be filed simultaneously.
- (2) It is the applicant's responsibility to provide evidence that he has fulfilled the educational requirements by providing proof of graduation from high school or by providing proof of possession of a general equivalency diploma (g.e.d.).
- (3) All applicants shall pay the appropriate non-refundable fees as provided in Rule 0480-1-.06.
- (4) Every person desiring to engage in the practice of dispensing opticianry shall be required to pass the examinations pursuant to Rule 0480-1-.08.
- (5) An applicant shall submit with his application a "passport" size photograph taken within the preceding twelve (12) months.
- (6) An applicant shall submit with his application a notarized photocopy of his birth certificate.
- (7) A license will be mailed by the administrative office after all requirements of the board have been met including payment of all fees. The fee must be received in the board office on or before the 30th day from receipt of notification that the fee is due. Failure to comply will result in the application file being closed.

(Rule 0480-1-.05, continued)

- (8) The burden is on the applicant to prove by a preponderance of the evidence that he meets the qualifications.
- (9) An applicant shall disclose the circumstances surrounding any of the following:
 - (a) Conviction of any crime in any country, state, or municipality, except minor traffic violations.
 - (b) The denial of a licensure application by any other state or the discipline of the license in any state.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-103, and 63-14-107. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed July 16, 1997; effective September 29, 1997. Amendment filed November 30, 1998; effective February 13, 1999.

0480-1-.06 FEES.

- (1) Fee Schedule:

Type	Amount
(a) Apprenticeship Application	\$ 50.00
(b) Dispensing Optician Application	\$110.00
(c) Duplicate License/Duplicate Identification Badge	\$ 25.00
(d) Examination	\$100.00
(e) License	\$110.00
(f) State Regulatory (Biennial)	\$ 10.00
(g) Renewal (Biennial)	\$200.00
(h) Renewal Late Fee	\$100.00
(i) Endorsement/Verification	\$ 30.00

Authority: T.C.A. §§4-5-202, 4-5-204, 4-3-1011, 63-1-106, 63-1-118, 63-14-101, 63-14-106, and 63-14-107. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. (See page 1 for history prior to October, 1995) Suspended by G.O.C. filed March 20, 1996. New rule filed August 7, 1997; effective October 27, 1997. Amendment filed February 6, 1998; effective April 22, 1998.

0480-1-.07 APPLICATION REVIEW, APPROVAL, DENIAL, INTERVIEWS.

- (1) An application shall be accompanied by a check or money order for the application fee, as provided in Rule 0480-1-.06. This fee is non-refundable and subject to the application completion time frame pursuant to this rule.
- (2) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next Board meeting scheduled for the purpose of reviewing files.

(Rule 0480-1-.07, continued)

- (3) Initial review of all applicants to make a preliminary licensure decision may be delegated to any Board Member, the Board's Consultant, or the Board's Administrator. In no event may a final licensure decision be made without prior review by the Board.
- (4) If an application is incomplete when received in the Board's administrative office, a deficiency letter will be sent to the applicant by certified mail notifying him of the deficiency. The requested information must be received in the Board's administrative office on or before the 30th day after the applicant's receipt of the notification.
 - (a) Such notification shall be sent certified mail return receipt requested from the Board's administrative office.
 - (b) If the requested information is not received within the 30 day period, the application file shall be closed and the applicant notified. No further Board action will take place until a new application is received pursuant to the rules governing the application process, including another payment of all fees.
- (5) If a completed application has been denied and ratified as such by the Board, the action shall become final and the following shall occur:
 - (a) A notification of the denial shall be sent by the Board's administrative office by certified mail return receipt requested. Specific reasons for denial will be stated, such as incomplete information, unofficial records, examination failure, or other matters judged insufficient for licensure, and such notification shall contain all the specific statutory or rule authorities for the denial.
 - (b) The notification, when appropriate, shall also contain a statement of the applicant's right to request a contested case hearing under the Tennessee Administrative Procedures Act (T.C.A. §4-5-301, et. seq.) to contest the denial and the procedure necessary to accomplish that action.
 - (c) An applicant has a right to a contested case hearing only if the licensure denial was based on subjective or discretionary criteria.
 - (d) An applicant may be granted a contested case hearing if licensure denial is based on an objective, clearly defined criteria. If after review and attempted resolution by the Board's administrative staff, the licensure application can not be approved and the reasons for continued denial present a genuine issue of fact and/or law which is appropriate for appeal, an appeal may be requested. Such request must be made in writing to the board within 30 days of the receipt of the notice from the Board.
- (6) The Board may at its discretion delay a decision on eligibility to take the written and/or oral examination(s) for any applicant for whom the Board wishes additional information for the purpose of clarifying information previously submitted. This request is to be in writing and shall be made within 60 days from the date of the official review of the application by the Board.
- (7) If the Board finds it has erred in the issuance of a license, the Board will give written notice by certified mail of its intent to annul the license. The notice will allow the applicant the opportunity to meet the requirements of licensure within 30 days from date of receipt of the notification. If the applicant does not concur with the stated reason and the intent to annul the license, the applicant shall have the right to proceed according to Rule 0480-1-.07(5)(c)(d).
- (8) Whenever requirements for licensure by examination are not completed within six months from the date of the initial review of application and credentials, written notification will be mailed to the applicant and the application file will be closed. An applicant whose file has been closed shall

(Rule 0480-1-.07, continued)

subsequently be considered for licensure only upon the filing of a new application and payment of all appropriate fees.

(9) Abandonment of Application

(a) An application shall be deemed abandoned and closed if:

1. The application has not been completed by the applicant within six months after it was initially reviewed by the Board; and
2. The applicant fails to sit for applicable examinations after being notified of eligibility.

(b) The above actions must be ratified by the board. Written notification will be mailed to the applicant notifying him that the file has been closed.

(c) An application submitted subsequent to the abandonment of a prior application shall be treated as a new application.

(10) If an applicant requests an application for licensure and after board review wishes to change that application to a different type of application, a new application with supporting documents and an additional application fee must be submitted, i.e., application based upon apprenticeship to one based upon formal education.

Authority: T.C.A. §§4-5-102(3), 4-5-202, 4-5-204, 4-5-301, 63-14-101, 63-14-103, and 63-14-107. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed November 30, 1998; effective February 13, 1999.

0480-1-.08 EXAMINATIONS.

(1) Each qualifying examination shall be offered at least two times during each calendar year. If the number of applicants for any qualifying examination is less than ten persons, the examination may be postponed by the Board. Applicants shall receive a written notification of the cancellation. Any such applicant shall be examined at the next mandatory qualifying examination and such examination may not be cancelled on the basis of the number of applicants.

(a) The applicant must have on file a completed application showing the required credentials forty-five (45) days prior to date of the examination to be eligible to take it.

(b) The examination of applicants for a license to practice the profession of dispensing opticianry shall be made by the Board according to the methods deemed by it to be the most practical and expeditious to test the applicants' qualifications.

(c) The Board may examine the applicant upon matters pertaining to anatomy and physiology of the eye, applied ophthalmic and geometric optics, ophthalmic lens design, ophthalmic materials, ophthalmic dispensing, contact lenses, laboratory techniques, and practical subjects. The examination may be both written and oral. A passing score on this Board practical exam shall be seventy percent (70%).

(d) The National Opticianry Competency Examination is graded on a scale of 0-100 with a minimum passing score of 70.

(e) The National Contact Lens Registry Examination is graded on a scale of 0-100 with a minimum passing score of 72.

(Rule 0480-1-.08, continued)

- (f) If all other requirements have been met, the Board shall license the applicant to practice the profession of dispensing opticianry upon successful completion of all required examinations.
- (2) The Board adopts as a portion of its examination the National Opticianry Competency Examination and National Contact Lens Registry Examination or their successor examination. Prior to submitting an application to the board for consideration for licensure, the applicant must have taken and passed the National Opticianry Competency Examination and National Contact Lens Registry Examination. The examinations shall be passed by each applicant.
 - (a) Admission to, application for, and the fee required to sit for the examination are governed by and must be submitted directly to the testing agency.
 - (b) The National Opticianry Competency Examination (NOCE) is graded on a scale of 0-100 with a minimum passing score of 70 and the National Contact Lens Registry Examination (NCLE) is graded on a scale of 0-100 with a minimum passing score of 72. Such passing scores as certified to the board are adopted by the Board as constituting successful completion of the examinations.
 - (c) Certification of passing the NOCE and NCLE examinations must be submitted directly to the Board from the testing agency in conjunction with the applicant's filing an application for licensure with this Board. It is the applicant's responsibility to initiate the submission of the exam scores to the Board.
 - (d) Passing scores upon each required examination will qualify the applicant for licensure, if all other requirements pursuant to rule 0480-1-.05 have been deemed acceptable by the Board.
- (3) The effectiveness of any examination for purposes of measuring competency to practice and therefore eligibility for licensure is two (2) years from the date on which the examination was successfully completed. This is the date on which the applicant took the exam and not the date on which passing scores were reported to the Board.
- (4) Submitting proof of current certification by the American Board of Opticianry and the National Contact Lens Examiners shall be considered as equivalent to meeting the examination requirement for licensure as stated in 0480-1-.08 (2)(b).

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-103, and 63-14-107. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed July 16, 1997; effective September 29, 1997. Amendment filed November 30, 1998; effective February 13, 1999.

0480-1-.09 RENEWAL OF LICENSE.

- (1) Renewal applications.
 - (a) The due date for license renewal is the expiration date indicated on the licensee's initial certificate of registration or renewal certificate.
 - (b) Methods of Renewal
 - 1. Internet Renewals - Individuals may apply for renewal and pay the necessary fees via the Internet. The application to renew can be accessed at:

www.tennesseeanytime.org
 - 2. Paper Renewals - For individuals who have not renewed their license online via the Internet, a renewal application form will be mailed to each individual licensed by the

(Rule 0480-1-.09, continued)

Board to the last address provided to the Board. Failure to receive such notification does not relieve the licensee from the responsibility of meeting all requirements for renewal.

- (c) To be eligible for renewal, an individual must have completed continuing education requirements provided in Rule 0480-1-.12 and submit to the Division of Health Related Boards on or before the expiration date all of the following:
 - 1. A completed and signed board renewal application form; and
 - 2. The renewal and State regulatory fees as provided in Rule 0480-1-.06; and
 - (d) Renewal issuance decisions pursuant to this rule may be made administratively or upon review by any Board member or the Board's designee.
 - (e) Anyone submitting a signed renewal form or letter which is found to be untrue subjects himself to possible disciplinary action as provided in Rule 0480-1-.15.
 - (f) Licensees who fail to comply with the renewal rules or notification received by them concerning failure to timely renew shall have their licenses processed pursuant to rule 1200-10-1-.10.
- (2) Reinstatement of an Expired License
- (a) Reinstatement of an expired license may be accomplished upon meeting the following conditions:
 - 1. Payment of all past due renewal and state regulatory fees;
 - 2. Payment of the renewal late fee provided in Rule 0480-1-.06; and
 - 3. Compliance with continuing education requirements pursuant to Rule 0480-1-.12.
 - 4. The Board shall require an applicant whose license has expired for a period of three years or more to apply, take and pass the examinations as required by the Board pursuant to Rule 0480-1-.08, and pay the examination fee provided in Rule 0480-1-.06 prior to being considered for reinstatement.
 - (b) An individual whose request for reinstatement has been initially denied shall be given notice and may have review by the Board only when contested case hearing is requested in writing, and only where the individual has met all objective requirements of paragraph (2)(a) of this Rule, and where the denial decision is based upon subjective criteria.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-107, 63-14-101, 63-14-104, 63-14-106, and 63-14-107.
Administrative History: Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed February 10, 2000; effective April 25, 2000. Amendment filed May 6, 2002; effective July 20, 2002.

0480-1-.10 SUPERVISION.

- (1) Supervision by Optometrist or Ophthalmologist Required - T.C.A. §63-14-102 provides that a dispensing optician may not fit contact lenses except in the presence of and under the direct supervision of a licensed optometrist or ophthalmologist. In accordance with the statutory requirement, the following procedures shall be followed in filling a prescription for contact lenses:
 - (a) Upon delivery of a written prescription by an ophthalmologist or optometrist, the dispensing optician performs the necessary mechanical operations to prepare the lenses in conformity with the prescription.

(Rule 0480-1-.10, continued)

- (b) The licensed dispensing optician will deliver the contact lenses to the patient and instruct them to return to the office of the ophthalmologist or optometrist.
 - (c) The dispensing optician shall instruct the patient to keep in contact with his ophthalmologist or optometrist and that any problems whatsoever should be diagnosed by the ophthalmologist or optometrist.
- (2) Instructions - Although the ophthalmologist or optometrist will instruct the patient on methods of insertion and removal of the contact lenses, the dispensing optician shall thoroughly instruct the patient on the use and care of the contact lenses.
- (3) Full-time Supervision - Any office of a licensed dispensing optician, partnership or corporation which engages in optical dispensing must have a duly licensed dispensing optician on duty in each and every establishment; no office of a licensed dispensing optician, partnership or corporation shall offer technical optical dispensing services to the public unless a duly licensed dispensing optician is physically present.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-102, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.11 RETIREMENT AND REACTIVATION OF LICENSE.

- (1) A person who holds a current license and does not intend to practice as a dispensing optician may apply to convert an active license to inactive ("retired") status. An individual who holds a retired license will not be required to pay the renewal fee.
- (2) A person who holds an active license may apply for retired status in the following manner:
 - (a) Request in writing from the board's administrative office an affidavit of retirement form.
 - (b) Complete and submit the affidavit affirming that, while in retired status, the licensee will not practice or in any way indicate or imply that he holds an active Tennessee licensee or use within the State of Tennessee any words, letters, titles, or figures which indicate or imply that he is a licensed dispensing optician.
- (3) A person who holds a retired license may apply to reactivate his license in the following manner:
 - (a) Submit a written request to the board's administrative office for licensure reactivation;
 - (b) Pay the current licensure renewal fee and state regulatory fee as provided in Rule 0480-1-.06. If retirement was pursuant to Rule 0480-1-.09, and reactivation was requested prior to the expiration of one year from the date of retirement, the Board may require payment of the late renewal fee, past due renewal fees, and state regulatory fees as provided in Rule 0480-1-.06; and
 - (c) Submit evidence of compliance with the continuing education provisions of Rule 0480-1-.12. Each individual is responsible for maintaining continuing education documentation until such time as he applies for reinstatement.
- (4) Upon receipt of the reinstatement application, fees, and continuing education documentation, the Board shall consider the reinstatement application.
- (5) The Board shall require an applicant whose license has been revoked, suspended, or retired for a period of three or more years to apply, take and pass an examination, pursuant to Rule 0480-1-.06 and 0480-1-.08, prior to being considered for reinstatement.

(Rule 0480-1-.11, continued)

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-106, and 63-14-107. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.12 CONTINUING EDUCATION (CE).

(1) Basic Requirements

- (a) Each person licensed by the Board is required to complete clock hours of continuing education during each calendar year. CE requirements will be set each January by the board and licensees will be notified in writing.
- (b) Each licensee must retain proof of attendance and completion of all continuing education requirements. This documentation must be retained for a period of four (4) years from the end of the calendar year in which the continuing education was required. This documentation must be produced for inspection and verification, if requested in writing by the board during its verification process. The board will not maintain continuing education files.
- (c) The licensee must, within thirty (30) days of a request from the board, provide evidence of continuing education activities. Certificates verifying the licensee's attendance or original letters from course providers are such evidence.
- (d) For new licensees, submitting proof of successful completion of a two (2) year course of study in opticianry in a college level program recognized and approved by the Board, pursuant to rule 0480-1-.04 (3) (b), or submitting proof of successful completion of a three (3) year training program, pursuant to rule 0480-1-.04 (3) (c), shall be considered proof of sufficient preparatory education to constitute continuing education clock hour credit for the calendar year in which the applicant is approved.

(2) Acceptable Continuing Education - Traditional Formats

- (a) The Board will accept any dispensing optician clinic, workshop, seminar or lecture attended in Tennessee or attended at any national or regional meeting not in Tennessee for continuing education (CE) credit if it is in accordance with the following guidelines:
- (b) The subject matter must fall within the limit of subjects approved by the Board.
- (c) Registrants, instructors and panelists will be eligible for credit.
- (d) CE will be awarded on the following basis:
 - 1. Any single session covering not less than 2-1/2 hours will be assigned 3 hours of CE.
 - 2. Any single session covering not less than 1 hour, 40 minutes will be assigned 2 hours of CE.
 - 3. Any single session covering not less than 50 minutes will be assigned 1 hour of CE.
 - 4. The hours shall be based on actual instruction or program time, excluding registration time and coffee breaks, but including question and answer periods;
 - 5. The total credits to be earned in any single 24 hour period cannot exceed 12;
 - 6. Course approval procedure for course providers - The subject matter, instructor and course provider shall have prior approval from the Board. To obtain prior approval the course provider must have delivered to the Board Administrative Office at least thirty

(Rule 0480-1-.12, continued)

(30) days prior to a regularly scheduled meeting of the Board that precedes the course, documentation which includes all of the following items which must be resubmitted if changes are made after receipt of approval from the Board:

- (i) a course content description or outline.
 - (ii) names of all lecturers.
 - (iii) brief resume of all lecturers.
 - (iv) number of hours of educational credit requested.
 - (v) dates, locations and hours of course.
 - (vi) copies of materials to be utilized in the course.
 - (vii) how verification of continuous attendance is to be documented.
 - (viii) how notification to every Tennessee licensed dispensing optician is to be accomplished.
 - (ix) that the course content has approval from either the American Board of Opticianry or the National Contact Lense Examiners. Provided however, copies of applications pending approval by either organization may be accepted by the Board if anticipated approval of either of the organizations is or may not be within the prior approval time frame provided by this rule. In the event that the American Board of Opticianry or the National Contact Lens Examiners fails to give approval to the course content the Board may review the course content at its discretion.
- (e) Under no circumstances shall continuing education courses be approved if the materials required by subparts (2) (d) 6. (i) - (ix) are not received at least thirty (30) days prior to a regularly scheduled meeting of the Board at which approval is sought that precedes the course.
- (f) Notwithstanding the provisions of subparagraph (a), out-of-state continuing education providers may seek course approval if they are a dispensing optician regulatory agency or association from a state that borders Tennessee.
- (g) Course approval procedure for individual licensees
- 1. Notwithstanding the provisions of subparagraph (a), any licensee may seek approval to receive credit for successfully completing continuing education courses by complying with the provisions of part (2) (d) 6., subparts (2) (d) 6. (i) through (vii) and subpart (2) (d) 6. (ix).
 - 2. To retain course approval, the licensee must submit a course evaluation form, supplied by the Board, to the Board's administrative office within thirty (30) days after successfully completing the course.
- (3) Acceptable Continuing Education - Multi-Media Formats
- (a) The Board will accept no more than two (2) hours of the annual requirement as provided in subparagraph (1) (a) in Multi-Media formats for continuing education (CE) credit if it is in accordance with the following guidelines:

(Rule 0480-1-.12, continued)

1. Under no circumstances shall Multi-Media format continuing education courses be approved for course providers or awarded CE credit for individual licensees if the materials required by subparagraphs (3) (b) or (3) (c) are not received at least thirty (30) days prior to a regularly scheduled meeting of the Board that precedes any licensee's successful completion of the course.
 2. The number of CE hours awarded for any course shall be determined by the Board during the course approval procedure as provided in subparagraphs (3) (b) or (3) (c).
 3. The licensee must successfully complete a written post-course examination to evaluate material retention.
- (b) Course approval procedure for course providers - The subject matter, instructor/author and course provider shall have prior approval from the Board. To obtain prior approval the course provider must have delivered to the Board Administrative Office at least thirty (30) days prior to a regularly scheduled meeting of the Board that precedes any licensee's successful completion of the course, documentation which includes all of the following items which must be resubmitted if changes are made after receipt of approval from the Board:
1. a course content description or outline.
 2. names of all lecturers/authors.
 3. brief resume of all lecturers/authors.
 4. number of hours of educational credit requested.
 5. copies of materials to be utilized in the course.
 6. how verification of successful course completion is to be documented.
 7. how notification to every Tennessee licensed dispensing optician is to be accomplished.
 8. that the course content has approval from either the American Board of Opticianry or the National Contact Lens Examiners. Provided however, copies of applications pending approval by either organization may be accepted by the Board if anticipated approval of either of the organizations is or may not be within the prior approval time frame provided by this rule. In the event that the American Board of Opticianry or the National Contact Lens Examiners fails to give approval to the course content the Board may review the course content at its discretion.
- (c) Course approval procedure for individual licensees - Any licensee may seek approval to receive credit for successfully completing Multi-media format continuing education courses by submitting the documentation required in parts (3) (b) 1. through 5. and part (3) (b) 8.
- (d) Multi-Media courses may include courses utilizing:
1. The Internet
 2. Interactive Teleconferencing
 3. Interactive Videoconferencing
- (4) Violations

(Rule 0480-1-.12, continued)

- (a) Any licensee who falsely certifies attendance and completion of the required hours of continuing education requirements, or who does not or can not adequately substantiate completed continuing education hours with the required documentation, may be subject to disciplinary action.
 - (b) Prior to the institution of any disciplinary proceedings, a letter shall be issued to the last known address of the individual stating the facts or conduct which warrant the intended action.
 - (c) The licensee has thirty (30) days from the date of notification to show compliance with all lawful requirements for the retention of the license.
 - (d) Any licensee who fails to show compliance with the required continuing education hours in response to the notice contemplated by subparagraph (3) (b) above may be subject to disciplinary action.
 - (e) Continuing education hours obtained as a result of compliance with the terms of a Board Order in any disciplinary action shall not be credited toward the continuing education hours required to be obtained in any renewal period.
- (5) Continuing Education for Reactivation of License
- (a) For Reactivation of retired licensure
 - 1. An individual whose license has been retired for three years or less will be required to fulfill continuing education requirements as outlined in this rule as a prerequisite to reinstatement. Those hours will be considered replacement hours and cannot be counted during the next licensure renewal period. An individual whose license has been retired for more than three years shall apply, take and pass the examinations as required by the Board pursuant to Rules 0480-1-.06 and 0480-1-.08 prior to being considered for reinstatement.
 - 2. Any individual requesting reactivation of a license which has been retired must submit along with the reactivation request, verification which indicates the attendance and completion of hours of continuing education which must have been begun and successfully completed within 6 months immediately preceding the date of requested reinstatement. The continuing education hours completed to reinstate a retired license shall not be credited toward the continuing education hours required to be completed by the end of the calendar year following reinstatement.
 - 3. The Board, upon receipt of a written request and explanation, may waive or condition any or all of the continuing education required for reactivation of a retired certificate or license in emergency situations.
 - (b) For reactivation of revoked licensure - No person whose license has been revoked for failure to comply with continuing education may be reinstated without complying with the requirements. Continuing education will accumulate at the same rate as for those licenses which are active. The required clock hours of continuing education must have been begun and successfully completed within six (6) months immediately following the date of revocation or suspension. A license which has been revoked for noncompliance with the CE requirements shall also be subject to the renewal late fee pursuant to rule 0480-1-.06.
 - (c) For reactivation of expired licensure - No person whose license has expired may be reinstated without submitting evidence of continuing education. The continuing education hours documented at the time of reinstatement must equal the hours required, had the license remained

(Rule 0480-1-.12, continued)

in an active status, and must have been successfully completed within six (6) months immediately preceding the date of reinstatement.

- (d) Continuing education hours obtained as a prerequisite for reactivating a license may not be counted toward the calendar year requirement.

(6) Waiver of Continuing Education

- (a) The Board may grant a waiver to certify attendance and completion of the required hours of continuing education, if it can be shown to the Board that the failure to comply was not attributable to or was beyond the physical capabilities of the individual, i.e., disability, residence abroad, military service, or other instances of undue hardship. Such requests for waiver must be accompanied by written documentation acceptable to the Board.
- (b) Waivers will be considered only on an individual basis and may be requested by submitting the following items to the Board administrative office.
 - 1. A written request for a waiver which specifies what requirement is sought to be waived and a written and signed explanation of the reasons for the request.
 - 2. Any documentation which supports the reason for the waiver requested or which may be subsequently requested by the board.
- (c) A waiver approved by the Board is effective for only the calendar year for which the waiver of the requirement is sought, unless otherwise specified in writing by the Board.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-107, 63-14-101, 63-14-104, 63-14-106, 63-14-107, and 63-14-111.
Administrative History: Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed August 7, 1997; effective October 27, 1997. Amendment filed February 10, 2000; effective April 25, 2000. Amendment filed April 26, 2002; effective July 10, 2002. Amendment filed May 6, 2002; effective July 20, 2002. Amendment filed May 12, 2003; effective July 26, 2003.

0480-1-.13 CODE OF ETHICS.

- (1) The following code of ethics shall govern the conduct of licensed dispensing opticians in the practice of opticianry.
 - (a) Keep the visual welfare of the consumer upper-most at all times.
 - (b) Promote in every possible way the better care of the visual needs of the citizens of this state.
 - (c) Continuously enhance their educational and technical proficiency so that their customers shall receive the benefits of all knowledge and improvements in visual care.
 - (d) Insure that no person shall lack the necessary information on visual care regardless of the financial status of the person.
 - (e) Conduct themselves as an exemplary citizen.
 - (f) Maintain and promote cordial and useful mutual relationships between ophthalmic dispensers and other allied health professions for the interchange of information for the advantage of mankind.
- (2) Immoral, unprofessional, or dishonorable conduct shall include, but shall not be limited to, the following:

(Rule 0480-1-.13, continued)

- (a) The performance of any unethical conduct designed to, or likely to, deceive, defraud, or harm the public.
- (b) Being a party to or aiding and abetting the violation of these regulations or the laws of the State of Tennessee regulating the practice of dispensing opticianry.
- (c) The intentional or negligent use of any false, fraudulent, or forged statement, writing or document, or the use of any fraudulent, deceitful, dishonest, or immoral practice in connection with any of the licensing requirements of T.C.A. §§ 63-14-101, et. seq.
- (d) The use of untruthful or improbable statements of flamboyant or extravagant claims concerning one's professional excellence or abilities, or the use of untruthful or improbable statements to deceive the public or which are injurious or harmful to public safety.
- (e) Engaging, conspiring, aiding or abetting, directly or indirectly, in any form, in rebating or referral fees to any persons, associations, partnerships, or corporations.
- (f) Engaging in the diagnosis of the human eyes or attempting to determine the refractive powers of the human eyes or attempting to prescribe for or treat diseases or ailments of the human eyes.
- (g) Displaying any refracting equipment that may tend to mislead the public into believing that eye examinations are being made on the premises in connection with optical dispensing.
- (h) Failing to directly supervise and control an "apprentice dispensing optician" or "student dispensing optician" in performing any of the services which an apprentice or student is allowed to do under the provisions of T.C.A. § 63-14-103.
- (i) Procuring or attempting to procure state licensure for any other person by making, or causing to be made, any false misrepresentation, fraud or deception.
- (j) Conviction of any crime involving moral turpitude or any crime relating adversely on the practice of opticianry for the purpose of this rule.
- (k) Failure to comply with any order issued by a state or federal court, by a state licensing body, or failure to comply with any written agreement entered into with any state licensing board regarding the practice of opticianry.
- (l) Failure to cooperate with the investigation of a disciplinary matter involving any dispensing optician license.
- (m) Engaging in any intimidation, coercion or deception, to obtain or retain a customer, or to discourage the customer from obtaining a second opinion.
- (n) Engaging in gross or repeated acts of negligence, malpractice or incompetence.
- (o) Engaging in fraud, deception, misrepresentation, false promise or false pretense in the practice of opticianry.
- (p) Fraudulently altering patient/customer records.
- (q) Practicing opticianry while the ability to practice is impaired by alcohol, drugs, physical disability or mental disability.
- (r) Abuse of a consumer or sexual misconduct with a consumer.

(Rule 0480-1-.13, continued)

- (s) Knowingly engaging in a practice involving contact with the public while suffering from a contagious or infectious disease involving serious risk to public safety.
- (t) Refusing to provide goods or services to a person because of such person's race, creed, color, or national origin.
- (u) Preparing, adapting or dispensing lenses, spectacles, eye glasses, or optical devices that are not of good workmanship or do not meet the standards set out in the American National Standard for Ophthalmics - Prescription Ophthalmic Lenses - Recommendations (ANSI Z-80.1-1987 edition).

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-101, 63-14-101, 63-14-102, 63-14-103, 63-14-104, and 63-14-111.

Administrative History: Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.14 APPRENTICESHIP TRAINING PROGRAM.

- (1) Any person wishing to practice the profession of dispensing opticianry and who intends to fulfill the education and training requirements via the apprenticeship provision shall make application to and register with the Board pursuant to T.C.A. § 63-14-103(a)(1) and (f).
- (2) Apprenticeship training must be supervised by a dispensing optician, optometrist, or ophthalmologist licensed by the State of Tennessee, who works on the premises where the apprenticeship training is conducted, and the supervisor must be present at all times in accordance with T.C.A. § 63-14-103(a) and (f).
- (3) Changes in the information provided in the original apprentice application shall be reported to the Board in writing within 30 days of such change.
- (4) Pursuant to T.C.A. § 63-14-103 the period of apprenticeship training must be a minimum of three years. A year is defined as 50 weeks of at least 35 hours per week or 1,750 hours per year. Any part time work must equal 1,750 hours for each year of credit counted toward the apprenticeship requirement. No more than one year of credit will be allowed for experience obtained in an optical laboratory under supervision of a licensed eye care professional.
- (5) Supervision
 - (a) A licensed dispensing optician may supervise no more than two apprentices concurrently.
 - (b) The apprentice shall function under the direct supervision of a sponsoring/designated licensed supervisor who must be working in the same premises where the apprenticeship training is conducted and must be present at all times (T.C.A. § 63-14-103).
 - (c) The filing of semi-annual evaluation reports for each apprentice under the direct supervision of a licensed eye care professional is mandatory. The appropriate form will be supplied by the Board. Semi-annual evaluation periods begin 6 months from initial registration and each 6 months thereafter until completion of the required training period.
- (6) The Apprenticeship Registration does not permit or empower the apprentice to practice as a Dispensing Optician during the absence of the sponsoring/designated licensed supervisor under whose supervision he or she is registered.
 - (a) Apprentice training for spectacle dispensing must include, but is not limited to the following subjects:

(Rule 0480-1-.14, continued)

1. Optical Terminology
2. Anatomy of the Eye
3. Physiology of the Eye
4. Optical Concepts, Light Theory
5. Lens power (Meridians of Power)
6. Lens Form and Analysis, Transposition
7. Base Curve, Radius of Curvature
8. Prism and its Effect
9. Lens Types and Materials
10. Frame Styles, Sizes and Materials
11. Instrumentation
12. Prescription Analysis
13. Fitting of Eyewear
14. Ordering of Eyewear
15. Verification of Parameters
16. Bench Adjustment
17. Final Personal Adjustment/Alignment
18. Delivery Procedures
19. Laboratory Procedures:
 - (i) Blank Size
 - (ii) Patterns
 - (iii) Layout
 - (iv) Blocking
 - (v) Edging
 - (vi) Deblocking
 - (vii) Hand Edging
 - (viii) Grooving
 - (ix) Coatings

(Rule 0480-1-.14, continued)

- (x) Filters
 - (xi) Tints
 - (xii) Engraving
 - (xiii) Heat and Chemical Treating
 - (xiv) Testing for Impact Resistance
 - (xv) Mounting
 - (xvi) Alignment
 - (xvii) Inspection
 - (xviii) Verification
- 20. Repair, Replacement, Realignment
- 21. Subnormal Vision Aids
- 22. Inventory Management
- 23. Industry Standards (Z80 ANSI Standards)
- 24. State and Federal Laws
- 25. Physician/Technician Protocol and Relationships
- 26. Other Related Concepts:
 - (i) Basic Mathematics and Science
 - (ii) Public Relations
 - (iii) Sales
 - (iv) Accounting
 - (v) Management
- (b) Apprenticeship training for contact lens dispensing must include, but is not limited to, these subjects:
 - 1. Optical and Contact Lens Terminology
 - 2. History of Contact Lens
 - 3. Anatomy of the Eye:
 - (i) Structure of the Cornea
 - (ii) Topography

(Rule 0480-1-.14, continued)

4. Physiology of the Eye:
 - (i) Conditions
 - (ii) Lens/Corneal Relationship
 - (iii) Lacrimal System/Function
 - (iv) Eyelid/Lens Relationship
5. Pathology of the Eye:
 - (i) Conditions
 - (ii) Diseases
6. Chemistry:
 - (i) Lens Materials
 - (I) Wettability
 - (II) Permeability
 - (ii) Solutions
 - (iii) Cosmetics
 - (iv) Medications
7. Basic Science and Fitting of Contact Lens
8. Contact Lens Optics and Application:
 - (i) Keratometry
 - (ii) Reflection
 - (iii) Refraction
 - (iv) Prism
 - (v) Aberration
 - (vi) Magnification
 - (vii) Radius of Curvature
 - (viii) Diameter
 - (ix) Optical Zone
 - (x) Vault (Sagittal Depth)

(Rule 0480-1-.14, continued)

- (xi) Index of Refraction
 - (xii) Vertex Distance
- 9. Hygienic Conditions and Practice
- 10. Equipment and Instrumentation:
 - (i) Keratometer
 - (ii) Biomicroscope (Slit Lamp)
 - (I) Methods of Illumination - Use of Flourescein
 - (II) Burton Lamp
 - (III) Vertometer (Lensometer)
 - (IV) Radiuscope
 - (V) Diameter and Thickness Gauge
 - (VI) Calipers
 - (VII) Millimeter Rule
 - (VIII) 7x or 8x Magnifier
 - (IX) Diopter to Millimeter Conversion Table
 - (X) Vertex Conversion Table
 - (XI) Light Source
 - (XII) Cleaning and Sterilization Equipment
- 11. Lens Design
- 12. Fitting Methodology and Theory
- 13. Indications for Use
- 14. Contraindications for Use
- 15. Follow-up Procedures:
 - (i) Subjective and Objective Findings
 - (ii) Modification/Adjustment Techniques
- 16. Complications - Recognition and Referral of Conditions Requiring Medical Attention
- 17. Inventory Management
- 18. Industry Standards (Z80 ANSI Standards)

(Rule 0480-1-.14, continued)

19. State and Federal Laws
 20. Physician/Technician Protocol and Responsibilities
 21. Other Related Concepts:
 - (i) Basic Mathematics and Science
 - (ii) Public Relations
 - (iii) Sales
 - (iv) Accounting
 - (v) Management
- (c) It is recommended the work place where the apprenticeship training is taking place have the following minimum equipment:
1. For spectacle dispensing:
 - (i) One (1) fitting table with two (2) charts or two (2) stools
 - (ii) One (1) mirror
 - (iii) One (1) set of hand tools, including but not limited to, assorted anvils, files, pliers, reamers, screwdrivers, taps and wrenches
 - (iv) One (1) frame warmer
 - (v) One (1) Lensometer or Vertometer
 - (vi) One (1) Pupilometer or other P.D. gauge
 - (vii) One (1) set of calipers or other thickness gauge
 - (viii) One (1) clock or lens measure
 - (ix) One (1) penlight
 - (x) Handstone or other edging equipment to shape lenses
 - (xi) Polishing and buffing wheel/lathe
 - (xii) 7 inch rulers marked in millimeters
 - (xiii) Polariscope
 - (xiv) Heat Treat Unit
 - (xv) Drop Ball Tester
 - (xvi) Coating Unit

(Rule 0480-1-.14, continued)

- (xvii) Dye Facilities
 - (xviii) Groover
 - (xix) One hundred fifty (150) sample frames
 - (xx) Current copy of Z-80 ANSI standards of eyewear
 - (xxi) Current copies of Tennessee Law and Rules and Regulations governing dispensing of vision correction devices
2. For contact lens dispensing
- (i) Slit Lamp
 - (ii) Keratometer or Ophthalmometer
 - (iii) Topogometer
 - (iv) Burton Lamp
 - (v) Calipers
 - (vi) Millimeter rule
 - (vii) Lensometer/Lensmeter
 - (viii) Radiuscope
 - (ix) Diameter Gauge
 - (x) Thickness Gauge
 - (xi) Hand-held 7x or 8x magnifier reticle with millimeter rule
 - (xii) Modification Tools
 - (xiii) Cleaning and Sterilization Equipment
 - (xiv) Vertex Conversion Tables
 - (xv) Diopters to Millimeters Conversion Tables.
 - (xvi) Current copies of Z-80 ANSI standards
 - (xvii) Current copies of Tennessee Law and Rules and Regulations governing dispensing of Contact Lenses
- (7) Every applicant currently in an apprenticeship program must arrange for registration of his/her apprenticeship program with the Board of Dispensing Opticians by January 1, 1996. In order for an applicant to be accepted for registration, the apprenticeship program must meet the current criteria specified by the Board of Dispensing Opticians. Upon registration, experience in an apprenticeship program obtained prior to January 1, 1996 may be approved and accepted by the Board for credit toward the required period of apprenticeship training, pursuant to T.C.A. § 63-14-103.

(Rule 0480-1-.14, continued)

- (8) The Board of Dispensing Opticians may rescind its approval of any apprenticeship training program if it determines that the facilities and equipment available to the apprentice are not adequate or when the apprentice is not being properly trained or supervised.

Authority: T.C.A. §§4-5-202, 63-14-101, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.15 DISCIPLINARY ACTIONS AND CIVIL PENALTIES.

- (1) Upon a finding by the Board that a licensed dispensing optician or apprentice dispensing optician has violated any provision of the T.C.A. §§ 63-14-101, et. seq., or these rules, the Board may impose any of the following actions separately or in any combination which is deemed appropriate to the offense.
 - (a) **Advisory Censure** - This is a written action issued to the licensed dispensing optician or apprentice dispensing optician for minor infractions. It is informal and advisory in nature and does not constitute a formal disciplinary action.
 - (b) **Formal Censure or Reprimand** - This is a written action issued to a licensed dispensing optician or apprentice dispensing optician for one time and less severe violations. It is a formal disciplinary action.
 - (c) **Probation** - This is a formal disciplinary action which places a licensed dispensing optician or apprentice dispensing optician on close scrutiny for a fixed period of time. This action may be combined with conditions which must be met before probation will be lifted and may restrict the individual's activities during the probationary period.
 - (d) **Licensure Suspension** - This is a formal disciplinary action which suspends an individual's right to practice for a fixed period of time. It contemplates the re-entry of the individual into the practice under the license previously issued.
 - (e) **Licensure Revocation** - This is the most severe form of disciplinary action which removes an individual from the profession and terminates the license previously issued. If revoked, it relegates the violator to the status he possessed prior to application for licensure. However, the Board may in its discretion allow the reinstatement of a revoked license upon conditions and after a period of time it deems appropriate. No petition for reinstatement and no new application for licensure from a person whose license was revoked shall be considered prior to the expiration of at least one year unless otherwise stated in the Board's Revocation Order.
 - (f) **Conditions** - Any action deemed appropriate by the board to be required of an individual disciplined during any period of probation or suspension or as a prerequisite to the lifting of probation or suspension or the reinstatement of a revoked license.
 - (g) **Civil Penalty** - A monetary disciplinary action assessed by the Board pursuant to paragraph (2) of this rule.
- (2) **Civil Penalties**
 - (a) **Purpose** - The purpose of this is to set out a schedule designating the minimum and maximum Civil Penalties which may be assessed pursuant to T.C.A. § 63-1-134.
 - (b) **Schedule of Civil Penalties**
 1. A Type A Civil Penalty may be imposed whenever the board finds a person who is required to be licensed, certified, permitted, or authorized by the board to be guilty of a willful and knowing violation of the Practice Act, or regulations promulgated pursuant

(Rule 0480-1-.15, continued)

thereto, to such an extent that there is, or is likely to be, an imminent, substantial threat to the health, safety and welfare of an individual consumer or the public. For the purpose of this section, willfully and knowingly practicing optical dispensing without a permit, license, certification, or other authorization from the Board is one of the violations of the Dispensing Optician Practice Act for which a Type A Civil Penalty is assessable.

2. A Type B Civil Penalty may be imposed whenever the board finds the person required to be licensed, certified, permitted, or authorized by the Board is guilty of a violation of the Dispensing Optician Practice Act or regulations promulgated pursuant thereto in such manner as to impact directly on the care of consumers or the public.
3. A Type C Civil Penalty may be imposed whenever the board finds the person required to be licensed, certified, permitted, or authorized by the Board is guilty of a violation of the Dispensing Optician Practice Act or regulations promulgated pursuant thereto, which are neither directly detrimental to the consumers or public, nor directly impact their care, but have only indirect relationship to consumer care or the public.

(c) Amount of Civil Penalties

1. Type A Civil Penalties shall be assessed in the amount of not less than \$500 or more than \$1,000.
2. Type B Civil Penalties may be assessed in the amount of not less than \$100 and not more than \$500.
3. Type C Civil Penalties may be assessed in the amount of not less than \$50 and not more than \$100.

(d) Procedures for Assessing Civil Penalties

1. The Division of Health Related Boards may initiate a Civil Penalty assessment by filing a Memorandum of Assessment of Civil Penalty. The Division shall state in the memorandum the facts and law upon which it relies in alleging a violation, the proposed amount of the civil penalty, and the basis for such penalty. The Division may incorporate the Memorandum of Assessment of Civil Penalty with a Notice of Charges which may be issued attendant thereto.
2. Civil Penalties may also be initiated and assessed by the Board during consideration of any Notice of Charges. In addition, the Board may, upon good cause shown, assess a type and amount of Civil Penalty which was not recommended by the Division.
3. In assessing the Civil Penalties pursuant to these rules the board may consider the following factors:
 - (i) Whether the amount imposed will be a substantial economic deterrent to the violator;
 - (ii) The circumstances leading to the violation;
 - (iii) The severity of the violation and the risk of harm to the public;
 - (iv) The economic benefits gained by the violator as a result of non-compliance; and
 - (v) The interest of the public.

(Rule 0480-1-.15, continued)

4. All proceedings for the assessment of civil penalties shall be governed by the contested case provisions of Title 4, Chapter 5, Tennessee Code Annotated.

Authority: T.C.A. §§4-5-202, 4-5-204 and 63-14-101. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed July 27, 2000; effective October 10, 2000.

0480-1-.16 LICENSE.

- (1) Issuance - A license fee pursuant to rule 0480-1-.06 must be paid prior to issuance of the license. Upon receipt of written notification that the applicant has met all the requirements as set forth in T.C.A. §§ 63-14-101, et seq., and these rules the applicant must pay the fee before a license can be issued. The license fee must be paid on or before the 30th day from receipt of the notification.
- (2) Display of License - Every person licensed as a dispensing optician shall display his license in a conspicuous place in the office or place of business where/when working and, whenever required, exhibit such license to the board or its authorized representative.
- (3) Duplicate License - A license holder whose “artistically designed” document has been lost or destroyed may be issued a new document upon receipt of a written request in the Board’s administrative office. Such request shall be accompanied by an affidavit (signed and notarized) stating the facts concerning the loss or destruction of the original license and the required fee pursuant to Rule 0480-1-.06.
- (4) Identification
 - (a) All licensed dispensing opticians shall be required to wear an identification badge indicating his/her name, photograph, and Tennessee license number.
 - (b) An apprentice shall be required to wear an identification badge indicating his/her name and Tennessee file number.
 - (c) The Board shall send each licensee and apprentice an identification badge with lamination instructions. Licensees will also receive photograph requirements.
 - (d) If the identification badge is lost, a notarized statement requesting a duplicate must be submitted to the Board’s administrative office and accompanied with the appropriate fee as stated in Rule 0480-1-.06(1)(c).

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-1-101, 63-1-106, 63-14-101, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed February 6, 1998; effective April 22, 1998.

0760-1-.17 CHANGE OF ADDRESS AND/OR NAME.

- (1) Change of Address - Each person registered with the Division and licensed by the Board who has had a change of address shall file in writing with the Board his new home address and/or mailing address, within 30 days after such change has occurred and must reference the individual’s name, profession, and license number.
- (2) Change of Name - Individuals registered with the Board shall notify the board in writing within 30 days of a name change. A request for name change must reference the individual’s profession and license number and previous name.

Authority: T.C.A. §§4-5-202, 63-1-101, 63-1-106, 63-14-101, and 63-14-109. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.18 MANDATORY RELEASE OF CLIENT RECORDS.

- (1) Upon request from a client or the client's authorized representative, licensees shall provide a complete copy of the client's records or summary of such records which were maintained by the licensee.
- (2) It shall be the licensee's option as to whether copies of the records or a summary will be given to the client.
- (3) Requests for records shall be honored by the licensee in a timely manner.
- (4) The individual requesting the records shall be responsible for payment of a reasonable fee in advance to the licensee for copying and mailing of the records.

Authority: T.C.A. §§4-5-202, 63-2-101, 63-2-102, and 63-14-101. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.19 BOARD MEETINGS, OFFICERS, CONSULTANTS, RECORDS AND DECLARATORY ORDERS.

- (1) Purpose of Board - The Board is charged by law with the responsibility for governing the profession of dispensing opticianry. This includes testing the applicants, granting approval for licensure, and revoking, suspending, and renewing licenses.
- (2) The Board shall elect every second year from its membership a chairperson and a secretary who shall hold office for two years or until the election and qualification of a successor.
 - (a) Chairperson - presides at all Board meetings.
 - (b) Secretary - who along with the Board administrator shall be responsible for correspondence from the board.
- (3) Board meetings
 - (a) The time, place, and frequency of all Board meetings shall be decided by a majority of the Board, except at least one meeting shall be held annually.
 - (b) A majority of the members of the Board shall at all times constitute a quorum.
 - (c) All meetings of the Board shall be open to the public. Notice of meetings shall conform to all applicable sunshine laws.
- (4) Board Conflict of Interest - Any board member having an immediate personal, private, or financial interest in any matter pending before the Board shall disclose the fact in writing and shall not vote upon such matter.
- (5) The Board has the authority to select a Board consultant who shall serve as a consultant to the Division and who is vested with the authority to do the following acts:
 - (a) Recommend whether and what type of disciplinary actions should be instituted as the result of complaints received or investigations conducted by the Division.
 - (b) Recommend whether and what terms a complaint, case, or disciplinary action might be settled. Any matter proposed for settlement must be subsequently ratified by the full Board before it will become effective.

(Rule 0480-1-.19, continued)

- (c) Undertake any other matter authorized by a majority vote of the Board.
- (6) Records and Complaints
 - (a) All requests, applications, notices, other communications, and correspondence shall be directed to the Board's administrator who shall forward to the board chairman. Any requests or inquiries requiring a Board decision or official Board action except documents relating to disciplinary actions or hearing requests must be received 14 days prior to a scheduled Board meeting and will be retained in the administrative office and presented to the Board at the Board meeting. Such documentation not timely received shall be set over to the next Board meeting.
 - (b) All records of the Board, except those made confidential by law, are open for inspection and examination, under the supervision of an employee of the Division at the Board's administrative office.
 - (c) Copies of public records shall be provided to any person upon payment of the cost of copying.
 - (d) Complaints made against a practitioner become public information only upon the filing of a notice of charges by the Department of Health.
 - (e) All complaints should be directed to the Investigations Section of Health Related Boards.
- (7) Declaratory Orders - The Board adopts, as if fully set out herein, rule 1200-10-1-.11, of the Division of Health Related Boards and as it may from time to time be amended, as its rule governing the declaratory order process. All declaratory order petitions involving statutes, rules or orders within the jurisdiction of the Board shall be addressed by the Board pursuant to that rule and not by the Division. Declaratory Order Petition forms can be obtained from the Board's administrative office.

Authority: T.C.A. §§4-5-202, 4-5-204 and 63-14-101. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995. Amendment filed December 14, 1999; effective February 27, 2000. Amendment filed July 27, 2000; effective October 10, 2000.

0480-1-.20 ADVERTISING. For the protection of the public, any advertising statement in any media that is false, fraudulent, misleading or deceitful is prohibited.

Authority: T.C.A. §§4-5-202, 63-14-101, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.21 BRANCH OFFICES.

- (1) Full-Time Supervision. Any office of a licensed dispensing optician, partnership or corporation which engages in optical dispensing must have a duly licensed dispensing optician on duty in each and every establishment; no office of a licensed dispensing optician, partnership or corporation shall offer technical optical dispensing services to the public unless a duly licensed dispensing optician is physically present.
- (2) A dispensing optician opening a branch office must notify the Board Secretary or the administrator at least thirty (30) days prior to the opening. This notice must be in writing and sent by registered mail. The notice must contain opening date, the location and the name(s) of licensed optician(s) operating such branch. The Secretary-Treasurer or the administrator for the Board will then cause such branch to be registered with the Board.
- (3) Notice of Change of Employment. Any dispensing optician working for, with, or under any licensed dispensing optician, optometrist, or physician must notify the Secretary or administrator for the Board

(Rule 0480-1-.21, continued)

of any change of employment or location where he is acting as a dispensing optician, whether it be permanent or temporary.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, 63-14-102, and 63-14-103. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.22 GUIDELINES FOR CONTACT LENSES.

- (1) Supervision of Optometrist or Ophthalmologist Required - T.C.A. § 63-14-102 provides that a dispensing optician may not fit contact lenses except in the presence of and under the direct supervision of a licensed optometrist or ophthalmologist. In accordance with the statutory requirement, the following procedures shall be followed in filling a prescription for contact lenses:
 - (a) Upon delivery of a written prescription by an ophthalmologist or optometrist, the dispensing optician performs the necessary mechanical operations to prepare the lenses in conformity with the prescription.
 - (b) The licensed dispensing optician will deliver the contact lenses to the patient and instruct the patient to return to the office of the ophthalmologist or optometrist.
 - (c) The dispensing optician shall instruct the patient to keep in contact with his ophthalmologist or optometrist and that any problems whatsoever should be diagnosed by the ophthalmologist or optometrist.
- (2) Instructions - Although the ophthalmologist or optometrist will instruct the patient on methods of insertion and removal of the contact lenses, the dispensing optician shall thoroughly instruct the patient on the use and care of the contact lenses.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-101, 63-14-101, and 63-14-102. **Administrative History:** Original rule filed August 2, 1995; effective October 16, 1995.

0480-1-.23 CONSUMER RIGHT-TO-KNOW REQUIREMENTS.

- (1) Malpractice reporting requirements. The threshold amount below which medical malpractice judgments, awards or settlements in which payments are awarded to complaining parties need not be reported pursuant to the "Health Care Consumer Right-To-Know Act of 1998" shall be ten thousand dollars (\$10,000).
- (2) Criminal conviction reporting requirements. For purposes of the "Health Care Consumer Right-To-Know Act of 1998", the following criminal convictions must be reported:
 - (a) Conviction of any felony.
 - (b) Conviction or adjudication of guilt of any misdemeanor, regardless of its classification, in which any element of the misdemeanor involves any one or more of the following:
 1. Sex.
 2. Alcohol or drugs.
 3. Physical injury or threat of injury to any person.
 4. Abuse or neglect of any minor, spouse or the elderly.
 5. Fraud or theft.

(Rule 0480-1-.23, continued)

- (c) If any misdemeanor conviction reported under this rule is ordered expunged, a copy of the order of expungement signed by the judge must be submitted to the Department before the conviction will be expunged from any profile.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-14-101, and 63-51-101 et seq. **Administrative History:** Original rule filed August 24, 2001; effective November 7, 2001.